



CONSTITUTION
of the
Associated Student Body
Of
WEST RANCH HIGH SCHOOL

I. PREAMBLE

We, the students of West Ranch High School, in order to incorporate unity within the student body, to foster democratic principles, encourage the development of good sportsmanship, provide opportunities for school spirit working with the heart as well as the mind, create and establish traditions, do ordain and uphold the guidelines for this Constitution for all students.

ARTICLE I - Name, Colors, Mascot, and Alma Mater

- Section 1:** This organization shall be known as the Associated Student Body of West Ranch High School (A.S.B.).
- Section 2:** Its members shall be known as the West Ranch Wildcats.
- Section 3:** Its official colors shall be Navy Blue, Gold, and White
- Section 4:** The official motto shall be TBA
- Section 5:** The official Alma Mater of West Ranch High School shall be as follows: TBA

ARTICLE II - Membership

The membership of this organization shall be composed of all students of West Ranch High School who are currently enrolled and in good standing.

ARTICLE III - Source of Power

- Section 1:** The authority of this organization is derived from the Principal of West Ranch High School, whose authority, in turn, is derived from the Board of Trustees of the William S. Hart Union High School District. The Principal may revoke this authority of the A.S.B. at any time. All appointed and elected members of the West Ranch High School (A.S.B.) are subject to the approval of the Principal or his representative.
- Section 2:** There shall be at least one faculty advisor appointed by the principal as the designated representative for carrying out projects of student activities of the Associated Student Body

ARTICLE IV - Government

- Section 1:** Legislative and Administrative Powers of Associated Student Body:
The student government legislates and acts within a framework of power delegated to the Associated Student Body by the principal of West Ranch High School. Since the principal is directly responsible to the Superintendent of Schools and the Board of Education, it is recognized that he has the right and privilege of review, veto, and revocation of the powers and actions of the Associated Student Body. These rights and privileges shall be extended to the Director of Student Activities, acting as the Principal's delegate in Associated Student Body affairs. Administratively, the Associated Student Body shall enjoy the powers and responsibilities of the central governing unit to the other divisions of this association.
- Section 2:** The Associated Student Body will have the power to initiate and pass legislation concerning any phase of school life – making all laws necessary and proper for carrying into execution this legislation and appropriate moneys from the ASB treasury.
- Section 3:** Membership of the Associated Student Body
- A. The ASB shall consist of the following duly elected Executive Officers:
 - 1. Associated Student Body President
 - 2. Associated Student Body Vice President
 - 3. Associated Student Body Secretary
 - 4. Associated Student Body Treasurer
 - 5. Associated Student Body Ambassador
 - B. The ASB shall consist of the following duly elected Class Officers:
 - 6. Senior Class Officers (President, Vice President, Secretary, Treasurer)
 - 7. Junior Class Officers (President, Vice President, Secretary, Treasurer)
 - 8. Sophomore Class Officers (President, Vice President, Secretary, Treasurer)
 - 9. Freshmen Class Officers (President, Vice President, Secretary, Treasurer)
 - C. The ASB shall consist of the following appointed officers:
 - 1. Commissioner of Activities
 - 2. Commissioner of Athletics
 - 3. Commissioner of Community Service
 - 4. Commissioner of Fine Arts
 - 5. Commissioner of Historian
 - 6. Commissioner of Intramurals
 - 7. Commissioner of Media Tech
 - 8. Commissioner of Publicity
 - 9. Commissioner of Rallies
 - 10. Commissioner of Recognition
 - 11. Commissioner of Sales and Merchandising
 - 12. Commissioner of Spirit
 - 13. Members at Large
- Section 4:** General Procedure of ASB
ASB Class shall be governed by the following general procedures:
- A. ASB shall be a regular leadership class that meets regularly and all members must be enrolled. If for any reason they cannot take the leadership class they will forfeit their office.

- B. Meetings of ASB shall be open to interested students and faculty at all-times unless the ASB class determines (by a majority vote) that a meeting should be closed.
- C. The records of ASB must be maintained as public records subject to audits and inspections.
- D. A Student Body budget for the following year must be created by the ASB Executive Officers assisted by the Advisor, and Student Body Account Secretary and accepted by a majority vote by the newly elected ASB before or on the new fiscal year.
- E. Adequate fiscal control must be maintained for the handling of all student funds at all times as per the California Education Code.
- F. ASB must at all times carefully review both the spirit and letter of this constitution.
- G. A quorum shall be 50% plus one of the members of ASB. A quorum must be present for the ratification or repeal of any general business.

Section 5: The Student Senate will consist of designated classroom representatives, members of ASB, and the Activities Director. In order for the Student Senate to conduct business a quorum must be present. A quorum is defined as 51 percent of its members.

Article V – Finances

Section 1: All ASB funds will be expended so as to benefit the student body, either directly or indirectly, in accordance with the California Educational Code and the Board of Education Regulations.

Section 2: All expenditures must be approved by ASB and signed by the ASB Treasurer, Activities Director, and the ASB Financial Clerk.

Section 3: All requests for expenditures of student funds require the signature of the designated treasurer and the Advisor.

Section 4: All class, club, or organization money must be deposited with the Student Body Account Secretary daily to meet California Educational Code requirements and to maintain security.

Section 5: An annual balanced budget will be prepared by the ASB Executive Officers and the Activities Director before the end of the fiscal year (July 1). This budget will determine and direct the financial programs of ASB for the year.

Section 6: Any Club, Class, or organization that borrows money from ASB, must repay any outstanding debt and all obligations to the ASB before the end of the school year.

Section 7: Any Club, Class, or Organization that does not comply with the rules of the ASB Loan Policy may not receive the services offered by the ASB.

ARTICLE VI – POWERS

All powers granted in the constitution are derived from the Principal as prescribed in the California State Educational Code and exercised only with his/her consent or approval. He/she may at any time declare the constitution either wholly or in part suspended or to be null and void. He/she has the power

to remove from office any officer at any time for any just cause.

ARTICLE VII – ELECTIONS

Section 1: A Timeline for elections:

- A. Elections for elected ASB Executive officers will be conducted under the supervision of the ASB Advisor and appointed Election Committee, beginning no sooner than November 1 of each year and organized according to the established procedures.
- B. Elections for elected ASB Class officers will be conducted under the supervision of the ASB Advisor and appointed Election Committee, beginning no sooner than April 15 of each year and organized according to the established procedures.
- C. The Interview process for the appointed positions will begin no sooner than mid November of each year according to the established procedure.
- D. Election of Freshmen class officers will be conducted within the first month of the 1st semester of the school year according to the established procedures.
- E. Appointment for Student Senate members will be conducted as soon as the school year begins by each classroom according to the democratic principals. Senate members must have a C or better GPA and have satisfactory citizenship in that class.
- F. Elections for Club officers will take place according to each individual club's constitutional procedure for that year.

Section 2: Oath of Office

Installation for the newly elected officers shall be provided by ASB before the close of the school year. Each officer at his induction shall take the following oath of office to office:

Oath of Office

“I do hereby solemnly pledge myself faithfully to discharge the duties of my office. I give my pledge I will do everything in my power to up hold the Constitution and to promote the general welfare of the Student Body of West Ranch High School”

ARTICLE VIII – REMOVAL FROM OFFICE

Section 1: **Removal:** Upon approval from the Director of Activities, any officer may be considered for removal from office for just reasons. The Student Senate, ASB, or a petitioning body consisting of 15 percent of the student body, may request the removal of an officer. The recommendation must be approved by two-thirds (2/3) of ASB and approved by the Activities Director and/or principal.

Section 2: **Attendance:** Any officer absent from 20 percent of the leadership classes, properly publicized class meetings, and failure to participate in general ASB related activities and work sessions, may be subject to dismissal with a majority vote of the Senate, with the recommendation of the Activities Director and Principal.

Section 3: **Conduct:** Any incidents involving drugs or alcohol will result in the removal from office. Failure to fulfill the duties of office. fighting, using obscene language, extreme changes in

appearance or behavior, open defiance of school authorities, forgery, or vandalism will result in probation or removal from office.

Section 4: **Grades:** ASB members whose grade point average drops below a 2.0 or receives an "F" on any quarter report grade report will be placed on probation for the following quarter. If deficiencies are not corrected, the ASB member will be removed from office at the end of the probation quarter.

(1) Section 5: Vacancies of office

- A. If a vacancy occurs in one of the elected ASB offices, it must be filled by Secession or election administered by the Executive Officers within two weeks of the vacancy, except if the vacancy occurs within the last grading period – an appointment – with 2/3 majority approval of ASB may be used.
- B. Vacancies in any other office, due to any cause, must be filled by appointment of the President with 2/3 approval of ASB within two weeks after the vacancy occurs, except if the vacancy occurs within the last grading period.

Section 6: Secession of ASB Officers

A vacancy in the office of President shall be filled using the order of succession, which is:

- 1. Student Body Vice-President
- 2. Student Body Treasurer
- 3. Student Body Secretary
- 4. Student Body Ambassador

If the order of succession cannot be carried out willfully by all parties involved, applications for that office will be taken. Candidates must fulfill all eligibility requirements of the ASB Constitution. ASB shall vote by a 2/3 majority to fill the vacancy. All new ASB members must enroll in the leadership class in order to take office.

2. Article IX – STUDENT SENATE

Section 1: Student Senate

- A. The Student Senate shall consist of one-elected representatives from a designated class period. An alternate representative will also be elected in order to have representation at all meetings.
- B. The A.S.B. Vice President shall serve as Chairperson and presiding officer of the Student Senate. A Vice-Chairperson and a Recording Secretary shall be elected from the floor each semester.
- C. The Student Senate shall act as a liaison between the Executive Officers and the designated class period. They shall make recommendations to the Executive Officers for the betterment of the student body.
- D. The Student Senate shall meet at least twice a quarter as designated by the chairperson with the approval of the Director of Activities.
- E. Failure to represent his/her class at the Student Senate meetings may be just cause for the removal of the representative from his/her position. Failure to report business of the Senate to his class may also be just cause for removal.
- F. All actions of the Student Senate are subject to review and approval of the Executive Officers, Director of Activities, and/or Principal.
- G. The Director of Activities must be present when business is transacted.

Section 2: Requirements for the Student Senate

- A. Each representative must represent the class from which he/she is elected.
- B. He/she must attend all Student Senate meetings.
- C. The term of office is one semester.

ARTICLE X – AMENDMENTS

- Section 1: Amendment Proposals:** Amendments to this Constitution must be submitted in writing during a regularly scheduled meeting of ASB. Each proposal must be accepted or received by a simple majority vote of ASB.
- Section 2: Posting of Proposed Amendments and Revisions:** All accepted amendments and revisions proposed must be posted in a conspicuous place for at least five school days.
- Section 3: Amendment Vote:** Any amendment or revision to become a part of this constitution, must be approved by not less of three-fourths (3/4) of ASB. If the amendment or revision is approved it shall be added to this constitution.

ARTICLE XI – APPROVAL

This constitution shall be in effect as soon as ratification by 3/4 of the ASB.

BY-LAWS OF THE WEST RANCH HIGH SCHOOL CONSTITUTION

ARTICLE I – QUALIFICATIONS

- Section 1: General Qualifications to hold an ASB Office**
- A. All candidates for office must be currently enrolled as an undergraduate student of West Ranch High School in good standing
 - B. All candidates for the ASB offices must have at least a 2.0 grade point average during the semester preceding application for office and must have a cumulative 2.0 grade point average for the preceding years of their high school. All officers must maintain a 2.0 grade point average during their term of office.
 - C. All officers must maintain election qualifications as established in this article during their term of office. Failure to do so shall result in temporary probation and/or permanent suspension from their office's duties as seen fit by the appropriate administrative and student authorities.
 - D. All officers of ASB must maintain satisfactory citizenship grades. Any "U" in citizenship could result in temporary probation and/or permanent suspension from that officer's duties after a review by the appropriate administrative or student authorities.
 - E. All officers must maintain excellence attendance. Poor attendance may result in disqualifications/removal from office.
 - F. The term of office for all officers of ASB shall be one year. For all Executive Officers and Commissioners ending the last official day of the first semester. For all class officers ending the last official day of the second semester.
 - G. All officers of ASB shall be responsible for carrying out the duties assigned to them through the By-laws, the Director of Activities, and all adopted policies. Failure to do so may result in the suspension or removal from office.
 - H. All officers of ASB will be expected to abide by all school regulations. Violations of any regulations could mean temporary probation and/or permanent suspension from that office, dependant upon the seriousness of the violations. In such cases, the administration and/or faculty will make the final determination, only after both sides have been given equal chance to respond.
 - I. All officers, elected or appointed, of ASB must purchase an ASB Card.
 - J. A student running for ASB President and ASB Vice-President must have served in West Ranch ASB for four semesters, two years concurrently.
 - K. A student running for ASB Secretary, ASB Treasurer, or ASB Ambassador, must have served in ASB for two semesters, one year concurrently.

- L. All officers must attend all major West Ranch High School events. This includes Beginning of the year dance, Homecoming, Winter Formal, Prom (depending on grade limitations), and end of the year dance.

Section 2: General Qualifications to be a Member of West Ranch ASB

- A. All members must be currently enrolled as an undergraduate student of West Ranch High School in good standings.
- B. All members must have at least a 2.0 grade point average during the semester preceding application for membership and must have a cumulative 2.0 grade point average during semester of membership.
- C. All members must maintain membership qualifications as established in this article during their semester of membership. Failure to do so shall result in temporary probation and/or loss of membership as seen fit by the appropriate administrative staff and student authorities
- D. All members must maintain satisfactory citizenship grades. Any "U" in citizenship could result in temporary probation and/or loss of membership as seen fit by the appropriate administrative staff and student authorities.
- E. All members must maintain excellent attendance. Poor attendance may result in loss of membership
- F. The term of membership for all ASB members shall be one semester. Official membership will begin the first official day of the first semester and end the last official day of each semester.
- G. All returning members must reapply for a position each semester.
- H. All members shall be responsible for carrying out the duties assigned to them through the By- Laws, the Director of Activities, and all adopted policies. Failure to do so may result in loss of membership.
- I. All members will be expected to abide by all school regulations. Violations of any regulations could mean temporary probation and/or loss of membership dependent upon the seriousness of the violation. In such cases the administration and/or faculty will make the final determination, only after both sides have been given equal chance to respond.
- J. All members must purchase a West Ranch High School ASB card.
- K. All members must attend all major West Ranch High School events. This includes: beginning of the year dance, Homecoming, Winter Formal, Prom (depending on grade limitations), and the end of the year dance.

ARTICLE II – GENERAL STUDENT BODY ELECTIONS

Section 1: Student Body Election Committee

- A. All general student body elections shall be conducted under the supervision of an appointed Student Body Election Committee and the Activities Director.
- B. It shall be responsible to see that the elections are run efficiently, fairly, democratically, and in accordance with the provisions of the By-Laws and the Student Election Committee.
- C. The Election Committee shall direct and supervise the nomination of candidates, the campaign, the election, and the announcement of results.

Section 2: Election

- A. The date of the election of all ASB officers shall be fixed by the ASB Director and shall not be not later than thirty days prior to the close of the semester.
- B. The privilege to vote is extended to all membership of the Associated Student Body for the coming school year – except seniors.

- C. There will be no absentee voting.
- D. Protest of the voting procedures and/or unfair practices may filed by any eligible voter with the Director of Activities within three days after the polls have been closed. If the protest is found to be valid, the Director of Activities will take appropriate steps as deemed necessary.
- E. Installation of offices shall be provided prior to the conclusion of the semester. The Principal of West Ranch High School or his designate shall administer the oath of office.

Section 3: Petitions and applications for office

- A. Petitions and applications for office are to be made available the Election Committee and the Director of Activities. At least five (5) school days will be allowed for candidates to complete their petitions and return them to the Activities office.
- B. In the event that an insufficient number of candidates file petitions within the designated time, the Director of Activities will have the authority to extend the filing time.
- C. Petitions for elected ASB and Class Officers must contain the signatures of at least 20 students.
- D. Applications for office must be completed in full to prove candidate's qualifications.
- E. The Activities Director will make final decision regarding the completeness validity of each petition and application for office. He/she maintains the right to disqualify any candidate not meeting the requirements to run for office. A day after applications are due, a list of qualified candidates will be posted at the school.

Section 4: Interviews and Approved Positions

- A. Each candidate for an appointed position must go through an interview before he/she can qualify for candidacy.
- B. All appointed positions will be decided in part by an interview – the balance is by successfully meeting application requirements. Members will be chosen by Executive Officers with the advice of the Activities Director/Administrator.
- C. The interview panel for both interviews may consist of the Activities Director/administrator and the Executive Officers.

Section 5: Campaigning

- A. Candidates Meeting: The Election Committee and Director of Activities will hold a mandatory meeting of all candidates running for an elected or appointed ASB office prior to the start of campaigning or interviews. The purpose of holding this meeting shall be to discuss who has qualified, review office duties, and responsibilities of the candidates and to review campaign rules. Failure of a candidate to attend this meeting will result in automatic disqualification, unless the candidate has been cleared with a valid reason through the Director of Activities prior to the meeting. Any candidate missing this regularly scheduled meeting **MUST** attend the make-up meeting on the following school day during lunch. Attending this mandatory meeting is required before a candidate is official or to begin campaigning.

- B. After all official candidates have been announced, campaigning will be conducted for a maximum of five (5) school days, beginning the next school morning.
- C. Posters may be displayed ONLY ON THE CAMPUS and only in specified areas: only inside school gates, not on marquee or school sign, not on painted surfaces, not on window or mirrors with masking tape. Posters illegally placed will be removed. Candidate will be warned – second warning may result in disqualification.
- D. All endorsed campaign material for a candidate must be approved and stamped by the Director of Activities or a member of the Elections Committee. Campaign material not approved will be removed and may result in disqualification.
- E. Campaign expenditures must not exceed \$50 per candidate. Violation may result in disqualification.
- F. Telephoning or mailing as means of campaigning is not permitted.
- G. Each candidate is responsible for littering and /or any damage to the campus brought about by his/her campaign. Any unreasonable littering or damage to the school will require payment for damage and may result in the candidate's disqualification.
- H. Any candidate and or associate caught destroying or tearing down another candidate's poster will be required to withdraw.
- I. Candidates must remove all endorsed campaign material and tape by half-hour after voting has been concluded. Violations may result in disqualification.
- J. Violation of the election rules and regulations shall be referred to the Election Committee within 48 hours of elections and may result in the disqualification of the candidate for office and he/she may no longer hold the title of official candidate and may not hold any office in the ASB.
- K. All infractions of the campaign rules will be reviewed and investigated by the Election Committee within 48 hours of notification of the infraction.

Section 6: Voting

- A. Voting will be conducted at an appropriate polling place on campus by secret ballot. The Elections Committee will determine polling times and locations.
- B. No write-in candidates will be accepted.
- C. It is not necessary to vote for every office for the ballot to count.
- D. The polls, while open will be supervised by an adult and members of the Election Committee.
- E. The Election Committee and the Director of Activities or his designee will do Counting of the ballots.
- F. Election results will be announced and posted as soon as possible after the Director of Activities determines that the elections have been run properly and have been completed up to that point.

Section 7: Term of Office

- A. The newly elected and/or appointed officers will formally assume office on the day following the last scheduled school day of the semester.

- B. Any newly elected officer having either a grade deficiency or a less than average citizenship marks on his/her final semester report card must resign and will be replaced as soon as possible.

ARTICLE IV – CLUB CHARTER ORGANIZATION

Section 1: Application for Charter

- A. A written application for an organization charter on the official form provided must be presented to ASB for approval. This term shall sat forth:
 - 1. Proposed organized name
 - 2. Signature of sponsor
 - 3. Purpose and objectives of the organization
 - 4. Organization constitution
 - 5. Signature of at least 5 other members

Section 2: Approval

- A. The application must be approved by a majority of ASB and the Activities Director and/or the school administration. If the application is approved by ASB, a charter shall be issued to the organization. Three copies of this application and charter must be made. One is to be put in the official minutes of ASB, one is to be kept by the Activities Director, and the third is to be held by the organization.

Section 3: Probation, Suspension, or Revocation of Charter

- A. Probation shall be defined as an official action taken by ASB or the Director of Activities to warn the organization in question that it shall be under observation for a stipulated period of time due to the infraction of a constitutional or policy requirement.
- B. Suspension shall be defined as an official action taken by the Senate to suspend an organization that is on probation for a period of time to be decided by ASB or the Director of Activities at the time this action is taken for failure to comply with constructional requirements or organizational behavior. At the time that the period of suspension has been completed the organization shall again be on probation. During the probation period, if another infraction of rules occurs, the club's charter shall be revoked by ASB of the Director of Activities.
- C. Revocation shall be defined as an official action of ASB or the Director of Activities taken to declare the charter of the organization in question null and void and to completely disband the organization's activities and declare further activities of the organization unconstitutional

ARTICLE V – EXPRESSION ON CAMPUS

Section 1: Students will be allowed to hand out petitions, circulate newspapers, and other printed matter, use bulletin boards and wear insignia to express an opinion or support a cause that is legal within the guidelines established by the law, California Education Code, School Board Policy, and approved by both the West Ranch Administrative Team and ASB.

Section 2: Limitations

- A. The type of distribution is limited to the hours before school, during lunch, and after school is dismissed.
- B. The place of distribution will be reasonably restricted to permit the normal flow of traffic within the school corridors and entranceways.

- C. The manner of distribution will be such that:
1. Coercion is not used to induce acceptance of printed matter or to sign petitions.
 2. Funds or donations are not collected for the material distributed.
 3. Leaflets and printed material to be distributed is submitted to the school administration at least 24 hours prior to such a distribution for approval.
 4. Materials printed for distribution are not stacked on the grounds while they are being dispersed.
 5. No printed material or petitions, which violate any prohibition, may be distributed on any school grounds.

Section 3: Prohibitions

Prohibited material is matter, which is judged by the Board of Education, District Administration or school administration to be:

1. Obscene to minors according to current legal definitions
2. Capable of inciting students so as to create a clear and present danger of their committing unlawful acts of disrupting the orderly operation of school.
3. Express or advocate racial, ethnic, or religious prejudices.

Section 4:

Any student, who willfully or knowingly distributes any petition, circular newspaper wears any button, badge; or posts a bulletin in violation of any prohibition will be suspended, expelled, or otherwise penalized depending on the severity of the violation and in accordance with established procedures.

ARTICLE VI – INITIATIVES AND REFERNDUMS

Section 1: The Initiative

Proposals for regulations affecting the general welfare of the entire Student Body may be initiated in the manner customary in democratic society. All such proposals must be submitted to ASB in writing and must have the signed support of fifteen (15) percent of the members of the student body.

Section 2: Referendum

ASB may defer to the student body for approval and measure of general interest for a decision or an advisory vote. If ASB refused to submit such a problem of general interest to the Student Body for referendum consideration, a petition containing the names of fifteen (15) percent of the members of the Student Body can require such a procedure.

ARTICE VII – AMENDMENTS TO THE BY-LAWS

All amendments to the By-Laws shall originate in ASB and be ratified by a 3/4 majority of ASB members.

PROCEDURES OF THE WEST RANCH HIGH SCHOOL CONSTITUTION

ARTICLE I – DANCE COURTS

- Section 1: Qualifications**
Court nominees must be full time students at West Ranch High School with a 2.0 GPA on the last grading report, have good attendance (no excessive truants or tardies) and be good citizens (no major discipline problems).
- Section 2: Limitations**
A. Any nominated senior prince or princess may not be nominated for any other court.

ARTICLE II – DETH/DYING

- Section 1: Who**
This section applies to any staff or student currently enrolled at West Ranch High School. An ASB Standing Committee for this Article is the ASB President, ASB Vice President, and two other officers (either volunteers or selected).
- Section 2: Procedure:**
Upon the death of a current staff or student the following will occur:
- A. Committee will arrange for a family visit
 - B. Buy appropriate flower arrangement and card for visitation
 - C. Create a “good-bye” poster for the general student body to sign.
 - D. With Principal’s permission – lower flag to half-mast and/or put name on marquee
 - E. If a scholarship is created, donate money to the fund on behalf of the West Ranch Associated Student Body.

ARTICLE III – AMENDMENTS TO THE PROCEDURES

All amendments to the Procedures shall originate in ASB and be ratified by a 3/4 majority of ASB members.

ARTICLE IV – RECOGNITION OF OUTGOING ASB SENIORS

- Section 1:** All graduating seniors who are enrolled in ASB Spring Semester of their senior year who have been in ASB all eight semesters as a West Ranch High School student shall be rewarded with an ASB sash for recognition at graduation.
- Section 2:** All graduating seniors who are enrolled in ASB spring semester of their senior year who have been in ASB for at least one semester as a West Ranch High School Senior shall be rewarded with an ASB chord for recognition at graduation.

